INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY DOCUMENT

St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

VISION OF IQAC

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

MISSION OF IQAC

• To develop a conscious, consistent and catalytic system to improve the academic and administrative performance.

• To foster Global Competencies to enhance value system among students.

• To channelize and systematize the best practices and measures of the institution towards excellence.

APPLICABILTY

The policy shall apply to all the faculties, departments, administrative and support staff at institution through:

(i)   Internal quality assurance mechanism – continuous
(ii)   External quality assurance mechanisms – periodic

Regular internal audits will be conducted to ensure that the Quality Policy is implemented

OBJECTIVE:

The primary aim of IQAC is:

a) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

b) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

c) Provide a sound basis for decision-making to improve institutional functioning.

d) Act as a dynamic system for quality changes in HEIs.

e) Build an organized methodology of documentation and internal communication.

STRATEGIES:

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning the credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.

FUNCTIONS:

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes.
- Dissemination of information on various quality parameters of higher education.

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circle.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

BENEFITS:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

COMPOSITION:

The composition of the IQAC is as recommended by NAAC. IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. The membership of such nominated members shall be for a period of two years.

THE ROLE OF THE COORDINATOR:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

MECHANISM OF QUALITY ASSURANCE:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/research programmes.
- Equitable access to and affordability of academic programmes for various sections of society. Optimization and integration of modern methods of teaching and learning.
- The credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

AMENDMENT AND REVIEW:

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration

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